

SAMPLE OF SEXUAL ASSAULT STATEMENT MEMORANDUM

(LETTERHEAD)

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(Date of Memorandum)

MEMORANDUM THRU

Commander **(Company Level, Battalion Level, Brigade Level)**

Garrison Director of Human Resources, United States Army Garrison-Hawaii, (IMHW-HRM),
Schofield Barracks, HI 96857-5000

FOR Commander, U. S. Army Human Resources Command, (AHRC-EPF-M), 1600
Spearhead Division Road, Fort Knox, KY 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DoD Instruction 6459.02 and AR 600-20, Chapter 8, Sexual Assault Prevention and Response Program Procedures requires Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? **YES** **NO**

b. If the answer to (a above) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault?
 YES **NO**

2. The point of contact for this memorandum is the undersigned at (phone number) and (email address).

First Name MI Last Name
Rank, Branch
SSN